



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 5.1.204	Subject: ENHANCED SUPERVISION PROGRAM
Reference: 53-1-203, MCA	Page 1 of 2
Effective Date: 09/10/15	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as ACCD 5.1.204 Enhanced Supervision Program in Section 2.C.9, Program Requirements and Design; Programming and Curriculum (Specific to RFP or Previous Contracts); Enhanced Supervision Program (ESP), in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE:

The Probation and Parole Division will establish procedures for an enhanced supervision program to be used as a resource for adult probation and parole.

II. DEFINITIONS:

Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

III. PROCEDURES:

The Enhanced Supervision Program (ESP) is a 30- to 90-day program developed by PPD, provided by contracted prerelease centers (PRC), and only available in areas covered by a PRC. Offenders under Probation & Parole (P&P) supervision are referred by a P&P Officer through a disciplinary hearing.

A. PROCEDURE:

RESPONSIBILITY:

1. *PPD 5.1.204(A) ESP Referral Form*, identifying the offender’s required services, is completed and forwarded to the PRC.
 - a. Offenders may be continued on supervision or placed in jail pending ESP space availability.
 - b. Offenders currently serving time on a sexual offense may be screened by the PRC screening committee prior to acceptance into the program.
2. Denials must be in writing and include the specific reasons for the denial. The PRC will discuss all denials with the Contract Manager and the local P&P Regional Administrator within 10 days of the screening.
3. The PRC will complete an orientation with the offender upon placement into the program and complete *PPD 5.1.204(B) ESP*

Hearings Officer
P&P Officer

PRC Screening Committee

PRC Staff

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Offender Contract with the offender. Within three (3) working days from the program's end, the PRC will complete *PPD 5.1.204(C) ESP Notification of Completion/Failure* form and distribute as indicated on the form.

4. If the supervising P&P Officer believes the offender should spend more time on the program than originally ordered, the Officer will staff the case with the POII/RA and submit *PPD 5.1.204(D) ESP Length of Stay Extension*. The extension will include the number of days requested, the reasons for the extension, and the POII/RA's signature. Extensions will be emailed to the Contract Manager or designee at correquests@mt.gov for approval. Email subject lines must read: Facility/P&P: Offender last, first name, DOC#: ESP. PRCs may cease providing services if an extension is not received prior to the initial program expiring.

P&P Officer
POII/RA
Contract Manager

B. ESP SERVICES

1. ESP services will include at a minimum:
 - a. one (1) one-on-one meeting with PRC case manager per week;
 - b. daily offender check-ins with facility staff;
 - c. daily breathalyzer testing;
 - d. one (1) random urinalysis per week taken after 5:00 p.m.; and/or
 - e. one (1) random urinalysis taken during each weekend.
2. Facilities may determine additional offender services options that may include:
 - a. development of a weekly itinerary with periodic verification by PRC staff;
 - b. additional random urinalysis;
 - c. participation in cognitive behavioral-based groups;
 - d. job development services;
 - e. participation in or referral to chemical dependency assessment, treatment, or aftercare where available; and
 - f. 24-hour Secure, Continuous, Remote, Alcohol Monitoring (SCRAM) where available.
3. The PRC will ensure that ESP staff maintains written documentation of all scheduled meetings and communications relative to supervised offenders, subject to the Department's review.
4. The PRC will contact the referring P&P Officer for any significant changes to the case, i.e., failed UA/BA test, failure to check-in daily, etc.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Director, Regional Administrator, or Contract Manager.

V. FORMS:

PPD 5.1.204 (A)	ESP Referral Form
PPD 5.1.204 (B)	ESP Offender Contract
PPD 5.1.204 (C)	ESP Notification of Completion/Failure
PPD 5.1.204 (D)	ESP Length of Stay Extension